

ADMINISTRATIVE - INTERNAL USE ONLY

11 MAY 1972

MEMORANDUM FOR: Chief, Support Staff, NPIC

THROUGH : DDI Records Management Officer

SUBJECT : NPIC Records Control Schedule 28-72

1. The revised Records Control Schedule for the National Photographic Interpretation Center has been reviewed and approved for implementation. The disposition instructions meet the legal requirements and conform to the General Schedules prescribed by National Archives and Records Service, GSA. This is a very commendable analysis of NPIC records and a thorough review of related retention periods.

2. In converting to a general-type Records Control Schedule from the comprehensive-type schedule we use in other components, (such as the previous NPIC schedule), your schedule becomes an announcement from top management but it needs further clarification for interpretation in the individual NPIC offices. Additional identification of the files and instructions are necessary in order that the personnel who will be handling the records may associate their specific office records with the proper general schedule item.

3. I understand that the NPIC Records Officer plans to prepare supplemental schedules and instructions for NPIC records. We will be glad to review these or to offer guidance and assistance in implementing the NPIC schedules.

4. This staff is pleased to congratulate Mr. [REDACTED] on his recent academic achievement and wish him success in future endeavors. Upon notification we will brief a successor records officer in the overall Agency records management program. Please call us if further assistance is needed.

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DDS/SSS/RAB/ [REDACTED] 11 May 1972

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[Signature]
CIA Records Administration Officer

Attachment?
Approved NPIC Schedule #28-72

ADMINISTRATIVE - INTERNAL USE ONLY

18 APR 1972

Indeed

MEMORANDUM FOR: Chief, Support Services Staff, DDS

SUBJECT : DDI Records Management Officer

SUBJECT : Revised NPIC Records Control Schedule

1. Attached for the review of your Staff is a revised Records Control Schedule for the National Photographic Interpretation Center (NPIC). This schedule supersedes NPIC Records Control Schedule 28-66.

Some thing missing?

2. In order to provide NPIC with a more viable records management aid, this revised schedule is a general Center schedule. Another distinguishing feature of this revised schedule is its organization under the broad categories of Center management, each records series documents. These managerial classes are: Executive Direction; Program Management; Program Product; and Program Support. By adopting the general schedule concept, the schedule becomes more flexible through condensation and reduction of bulk and replication, as well as standardization. The new format also provides the basis for an NPIC records retention plan.

3. As NPIC is planning a comprehensive records inventory and cleanout in June 1972, your expeditious review of this revised schedule will be appreciated.


Chief, Support Staff
National Photographic Interpretation Center

Attachment: a/s

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SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification